



# Technology Applications

Grade: 6 <sup>th</sup> Grade Technology Applications			
Six Weeks: 1 <sup>st</sup> 6 Weeks			
Unit: Keyboarding / Computer Fundamentals / Desktop Publishing			
FOCUS	TEKS	Examples/Specifics	Guiding Questions
Keyboarding / Computer Fundamentals Week 1-2	<p><b>DEMONSTRATES KNOWLEDGE AND APPROPRIATE USE OF HARDWARE COMPONENTS, SOFTWARE PROGRAMS AND THEIR CONNECTIONS</b></p> <p><b>1A</b> Demonstrate knowledge and appropriate use of operating systems, software applications and communication and networking components</p> <p><b>1B</b> Compare, contrast and appropriately use various input, processing, output, and primary/secondary storage devices</p> <p><b>1C</b> Demonstrate the ability to select and use software for a defined task according to quality, appropriateness, effectiveness and efficiency</p> <p><b>1D</b> Delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity</p> <p><b>1E</b> Uses technology terminology appropriate to the task</p>	<p><b>Such as: Hardware</b></p> <p>Networks LANs WANs CPU Server Hard Drive DVD Drive CD Drive Monitor Keyboard Mouse Speakers Scanners USB Printer Peripherals</p> <p><b>Software</b></p> <p>Learning.com Powertyping.com Freotypinggame.net Web Browser Word Processing Spreadsheets Database Presentation Software Productivity Software</p>	<p>What is the difference between hardware and software?</p> <p>What is a hard drive?</p> <p>What is the CPU?</p> <p>What is a network? Give an example.</p> <p>How do we use the network here at school?</p> <p>Can you give me an example of a peripheral on the network?</p> <p>What is a flash drive? What are some other terms used to reference flash drives?</p> <p>What would the benefit be of having your own flash drive?</p>

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Keyboarding / Computer Fundamentals Week 1 -2	<p><b>1F</b> Perform software application functions including, but not limited to opening an application program and creating, modifying, printing, and saving documents</p> <p><b>1H</b> Use terminology related to the Internet appropriately including, but not limited to, electronic mail (e-mail), Uniform Resource Locators (URLs), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web (WWW) page, and Hypertext Markup Language (HTML)</p> <p><b>USES DATA INPUT SKILLS APPROPRIATE TO THE TASK</b></p> <p><b>2A</b> Demonstrate proficiency in the use of a variety of input devices such as mouse/trackball, keyboard, microphone, digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick</p> <p><b>2B</b> Demonstrate keyboarding proficiency in technique and posture while building speed</p>	<p><b>Such as:</b></p> <p><b>Terms</b></p> <p>Menu Bar Open Navigate Print Print Selection Print Range Print Page Save Save as URL Bookmarks</p> <p><b>Such as:</b> Start a program /application, create a document and save it to a desired location, locate a file and open it with the appropriate application, navigate the file hierarchy of the local network, understand what a network is and the function of our server, search for specific information on the internet and find it, find the functions necessary to perform specific actions using toolbars and menus.</p>	<p>What are some of the different ways to save a file?</p> <p>Can any of you tell me a couple of different file formats?</p> <p>What do URL, email, bookwark, WWW, browser, and HTML have in common? What do they stand for?</p> <p>What is the difference between input and output devices and give examples?</p> <p>Do you think it is important to learn the correct way to type? Why, or Why not?</p> <p>Is it important to be able to type fast? Why, or Why not?</p>

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DESKTOP PUBLISHING Weeks 3 - 4	<p><b>7A</b> Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings</p> <p><b>7E</b> Create a document using desktop publishing techniques including, but not limited to, the creation of multicolumn or multi-section documents with a variety of text-wrapped frame formats</p> <p><b>7I</b> Use technical writing to create products such as a technical instruction guide</p> <p><b>7J</b> Use foundation and enrichment curricula in the creation of products</p> <p><b>8E</b> Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula</p>	<p><b>Such as:</b> Word Processor            Tabs            Font            Alignment            Justified            Space            Edit            Layout            Text Wrap            Format            Toolbars            Menu Bar            Insertion Point            Cursor            Copy            Paste            Cut</p> <p><b>Such as:</b> create text and be able to modify it, save it and insert images. Save documents to designated locations. Determine the appropriate layout for the task. Create the appropriate type of presentation for the audience.</p>	<p>What are some various types of products you can create using word processing software?</p> <p>What would be the purpose of creating a flyer?</p> <p>What are tabs?</p> <p>What are some uses of tabs?</p> <p>What are some types of desktop publishing that we use on a daily basis?</p> <p>What would be a good way to share your work with others?</p>

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DESKTOP PUBLISHING Week 3 - 4	<p><b>10A</b> Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports</p> <p><b>10D</b> Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate</p>	<p><b>Such as:</b> Word Processor            Tabs            Font            Alignment            Justified            Space            Edit            Layout            Text Wrap            Format            Toolbars            Menu Bar            Insertion Point            Cursor            Copy            Paste            Cut</p> <p><b>Such as:</b> create text and be able to modify it, save it and insert images. Save documents to designated locations. Determine the appropriate layout for the task. Create the appropriate type of presentation for the audience.</p>	<p>What are some various types of products you can create using word processing software?</p> <p>What would be the purpose of creating a flyer?</p> <p>What are tabs?</p> <p>What are some uses of tabs?</p> <p>What are some types of desktop publishing that we use on a daily basis?</p> <p>What would be a good way to share your work with others?</p>

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Internet Basics / Web Browsing Weeks 5 - 6	<p><b>3A</b> Discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods</p> <p><b>3B</b> Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet</p> <p><b>3E</b> Understand relevancy of technology to future careers, life-long learning, and daily living for individuals of all ages</p> <p><b>4A</b> Use strategies to locate and acquire desired information on LANs and WANs, including Internet, intranet, and collaborative software</p> <p><b>4B</b> Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies</p> <p><b>5B</b> Demonstrate the ability to access, operate and manipulate information from secondary storage and remote devices including CD-ROM/laser discs and on-line catalogs</p>	<p><b>Such as:</b> Browser Hyperlink HTML URL Navigate Email Bookmark LAN WAN Internet Search Engine Copyright Intellectual Property Ethics Citing Sources Hacking Viruses Fair Use Acceptable Use Boolean Key Word Source Location Address Bar Refresh Stop Button Back Button Forward Button</p>	<p>What is the difference between the Internet and the Intranet?</p> <p>What would you use Google for?</p> <p>Are there other search engines that you use?</p> <p>Can you give me an example of when you would use another search engine instead of Google?</p> <p>Have you ever saved pictures from the Internet? What format did you save them in and why?</p> <p>Is on format better than the other?</p> <p>Is it okay to use any image you find on the Internet in your work?</p> <p>Why is it important to validate your sources?</p>

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Internet Basics / Web Browsing Weeks 5 - 6	<p><b>5C</b> Use on-line help and other documentation</p> <p><b>6A</b> Determine and employ methods to evaluate the electronic information for accuracy and validity</p> <p><b>6B</b> Resolve information conflicts and validate information through accessing, researching, and comparing data</p> <p><b>6C</b> Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information</p>	<p><b>Such as:</b> Navigate to predetermined sites, use search engines to search for desired criteria, give credit to sources and copyrighted materials, and understand how and when to use copyrighted materials, understand the need to site various sources for validity of information.</p>	See Above